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Instructions to Teachers on Child Accounting

Toronto, October, 1948

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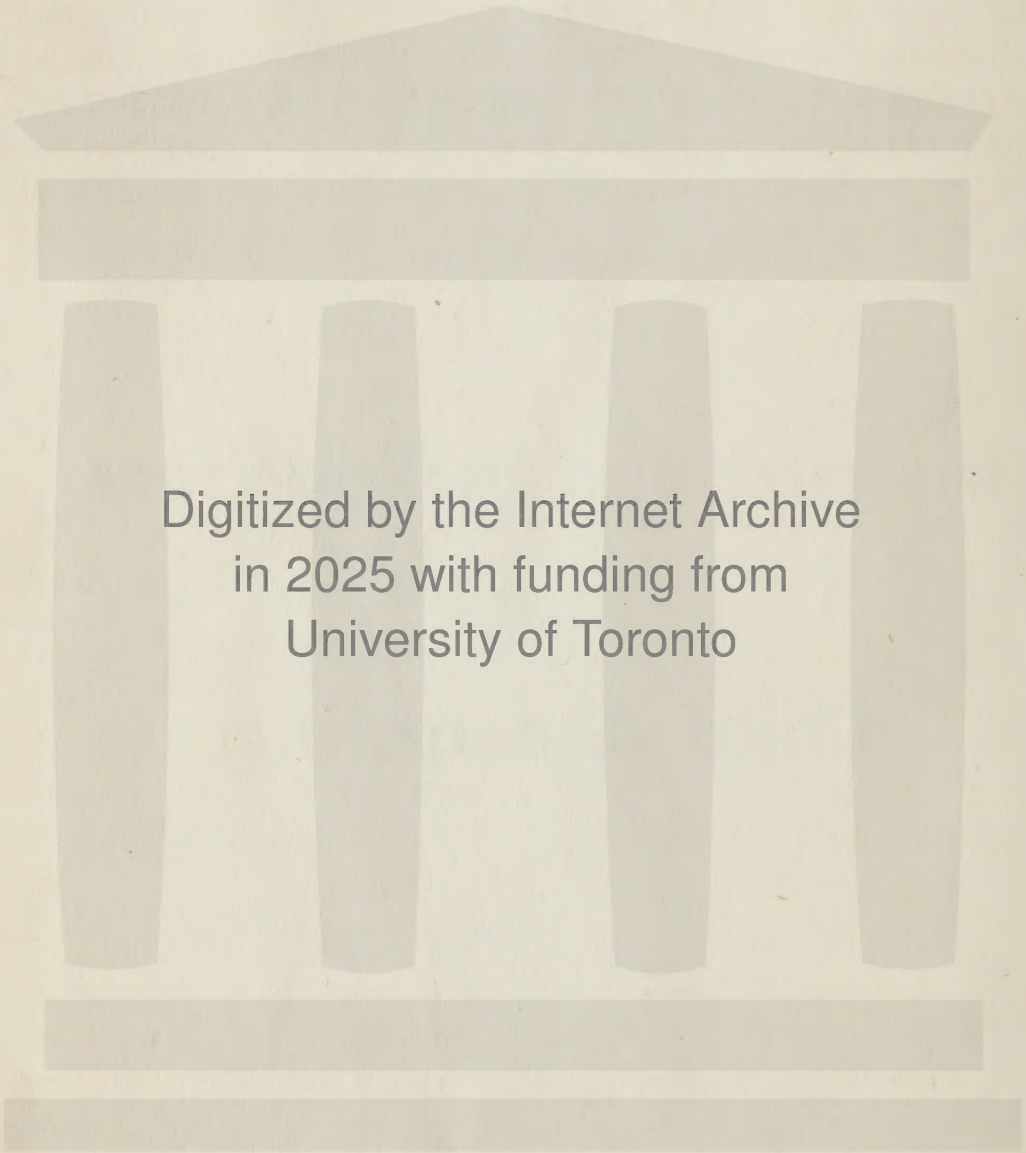
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Instructions to Teachers on Child Accounting

This circular is designed to impress upon the teacher the outstanding importance of attendance as a factor in class and school progress and to assist those now in the profession who may be having difficulty in the correct recording of absence. The present system provides for systematic checking and recording of such absence, assigning time lost to its proper category of lawful and unlawful absence as a basis for remedial action, following up and correcting delinquency, and tabulating the facts for future reference.

By careful calculation it has been estimated that a 70% attendance has been found to represent a 50% school efficiency. As a rule the class must lag until the loiterer catches up or the teacher must leave him to his fate. A 90% attendance means a 95% school efficiency. A close co-operation of the teacher with the parent and Attendance Officer will produce the best results.

GENERAL REMARKS

The school ages in Ontario are now 3 to 21 years. The minimum compulsory age is still 8. In urban centres the retiring age is 16 years and in rural centres 14 if the child lives on a farm and his help is required there for his own maintenance or the maintenance of some one dependent upon him—otherwise the retiring age is 16.

If a child under the compulsory age (8 years) starts to school, he is subject to all the rules and regulations during the term or succeeding terms in which he is enrolled; for example, if a child registers in, say, September, he would be on the roll until December 22nd. If he does not appear in January and is still under 8 years, he is not enrolled until he appears of his own accord or has reached the minimum compulsory age.

Note that a pupil in a rural section cannot leave school of his own accord at 14 years of age to work in a factory or any place other than his home farm. If he wishes to work away from home, he must have an employment certificate procured from the local Attendance Officer. Before this becomes valid, it must be endorsed by the Attendance Officer of the place where the pupil intends to work.

REMOVING NAMES FROM THE ROLL

The names of all children 8 years or more of age in your school section should be on your roll and should remain there unless removed under the following conditions:

(a) Death of the pupil.

(b) Permanent disability. In this case a medical certificate should be procured stating total disability.

(c) Retirement under:

(i) The School Attendance Act. A pupil at the age of 14 may retire to work on the home farm if his work is needed for his own maintenance or the maintenance of any one dependent upon him. No Home Permit is necessary.

(ii) The Adolescent School Attendance Act. Any pupil may withdraw from school at the of 16. No permit is necessary. If he retires between 14 and 16 years on a Home Permit or Employment Certificate, which releases him from further attendance, his name is dropped from the roll on the date of issue.

(d) Change of residence to another school section, municipality, or school district. This includes enrolment in private schools.

(e) Exclusion. This is done only after it has been decided by the Exclusion Board of the Department of Education that a child cannot profit by further instruction.

(f) Expulsion. If a teacher sees fit to suspend a pupil, a definite period should be set, and parents and Board should be notified. Absence for set period will be marked 8 L. If pupil does not return at the expiry of the set period, then the Attendance Officer should take action. If the teacher wishes the pupil expelled, the Board should be requested to take action. If they decide upon expulsion, the name is then removed from the roll.

RECORDING ATTENDANCE

(a) The Register should be marked daily. Reasons for absence should be marked as soon as known. If the red ink is not handy, use a pencil for temporary marking. Do not trust to your memory. All marks and figures representing losses, whether in the daily attendance or associated summaries, should be in red ink. See Register, page 5, sections 1 and 2. When the monthly summary is completed, entries should be made on Summary of Attendance, pages 106-113 and pages 114-115. Summary of Admissions, Transfers, and Retirements should be entered at the end of each school year in June.

(b) Losses due to orders of the Medical Officer of Health, acting in his official capacity, (Quarantines) are not included in the Perfect Aggregate nor in the Loss column. Leave those spaces blank. In the explanatory column enter "Quar.", followed by the dates and name of the disease abbreviated, e.g., "Quar. 10th-17th, S.F." Whether or not the home is placarded is the concern of the M.O.H., not the teacher. He alone has the power to quarantine. The children who are not ill, but absent because of the quarantined illness of another, are also under quarantine. All such absences are marked as quarantines.

(c) Losses due to Holy Days are treated in the same way as losses due to quarantines.

(d) When a school is closed without statutory authority, the loss sustained by the pupils shall be included in the column "Day Absent" by adding one day for each pupil for each day the school is closed. Such absence is lawful, as it is the pupil's record that is being kept and it is not his fault if school is closed. If there are two reasons for absence, one of which is "Irregular Closing", it is given the preference in order to have uniformity. Schools may be lawfully closed by the M.O.H. and on a holiday legally declared by the municipal authorities. Such holidays should be for the whole municipality and not for schools only. When a school is closed by a Board, the absences are marked 7, as a Board has no authority to close a school under any conditions.

(e) **Each month you are required to send your Attendance Officer a copy of your S.A. 2 form,** listing the names of pupils requiring his attention. If there are none, he should still get a report. A duplicate of this goes to the Inspector immediately at the end of the month. In serious cases of absence get in touch with the Officer—do not wait until the end of the month. The onus of the absence will then be upon him. If you do not get satisfactory results through his inaction, report then to your Inspector.

LAWFUL AND UNLAWFUL ABSENCES

"Lawful" absence is absence permitted by the regulations;

"Unlawful"—not permitted by the regulations.

(a) UNLAWFUL ABSENCE—All absences due to **Parental Neglect, Truancy,** and **Privation** are **always** unlawful.

In listing the above absences, as there is no choice, the "U" may be omitted.

(b) LAWFUL ABSENCE—All absences due to **Irregular Closing** is **always** lawful. Here the "L" may be omitted.

(c) Under the other four headings of the code there may be a choice between "lawful" and "unlawful."

(1) Absence due to **Illness,** if certified by a nurse or physician or verified otherwise by the teacher, is lawful. If the child is malingering, then absence is marked as "illness, unlawful."

(2) Absence due to **Home Help** is unlawful unless child has a permit from the Attendance Officer. These are issued by him only and on forms provided by the Department of Education.

(3) Absences due to **Physical Obstacles** (inclement weather, bad roads, and excessive distances) may be lawful or unlawful depending upon the ages of the children and the distances from school: lawful for all ages if distance is three miles or more; lawful for ages under 10 if distance is two miles or more; unlawful for all children under two miles and for children 10 years or more when distance is between two and three miles. It is only by using the two factors, age and distance, that uniformity can be obtained throughout the Province.

(4) **Other Reasons**—Under this heading will be placed absences which cannot be classified in any of the other categories. They may be either lawful or unlawful—usually unlawful.

Lawful Other Reasons:

(i) Half day per week for music.

(ii) Three days in case of the death of a relative.

(iii) In rural sections three days allowed for change of residence from one municipality to another (transportation) and two days in urban municipalities.

(iv) Attendance at court as witness or if charged with an offence.

(v) Suspension for period set.

(vi) Absence, when child is not ill, ordered by a physician other than M.O.H.

Unlawful Other Reasons:

Under this heading will be listed other reasons that are not lawful, such as absences due to late holidays, auction sales, fairs, religious instruction, shopping, fear of contracting communicable disease, weddings, funerals (other than a relative), death of a relative in excess of three days, and any other unlawful absence not covered above.

NOTE—By Parental Neglect is meant the obvious disregard by the parents of the pupil's welfare.

As absences due to Illness, Home Help, Physical Obstacles, and Other Reasons may be lawful or unlawful, the letters "L" and "U" should be used. Make use of columns E, F, G, and H in daily register.

REPORTS ON ATTENDANCE

S.A. 2 Form

(1) Give all information requested.
(2) Make sure your mathematics is correct.
(3) All decimals should be correct to 2 places. Calculate to three places: if the third figure is 5 or more, add 1 to the second figure, e.g. 92.325 becomes 92.33.
(4) Average attendance is found by dividing the **Actual Aggregate** by the **legal** number of teaching days.
(5) If school was irregularly closed, losses should be shown under "Irregular Closing", No. 7.
(6) To find Perfect Aggregate multiply enrolment by legal days—see Form 94—and from that deduct absences due to quarantine, Holy Days, deaths, late arrivals, early retirements (change of residence or reaching retiring age), expulsions, and exclusions.
(7) Actual Aggregate when added to your losses must equal the Perfect Aggregate.
(8) Explain anything unusual, e.g., "2L", "1U", "4L", or "4U", "8L" or "8U". Your Inspector would like to know.
(9) BE ACCURATE.

S.A. 9 Form

This is only a copy of report on page 114 or 115 of the daily register. For "Total Enrolment" turn to "Summary of Attendance", pages 106-113 and count the enrolment for the year desired.

GENERAL REGISTER

(a) See that promotions are entered to date.
(b) If pupil has left school, see that date of leaving and destination are entered.
(c) Register should be in balance—present enrolment added to those who have left should equal the last number on the roll if names are numbered consecutively and not repeated. If the number thus obtained is larger than the largest number on the roll, some pupils have not been enrolled; if smaller, some have not been checked off. Do not copy names from your old register into the new one. Do not assign two numbers to the same pupil. His name appears only once in the general register and his number doesn't change. When he leaves school, his number disappears.

(d) Is your Log complete? If not, ask your Inspector for a copy of "Suggestions for the Log", or write to the Department of Education for one. The Log should be completed as soon as possible.

RE FAMILY ALLOWANCES ACT

The Family Allowances Act requires the regular attendance of all children between the ages of 6 and 16 unless lawfully excused. The teacher should report to the inspector cases where this absence is higher than it apparently should be and he in turn will report to the Regional Director of Family Allowances at the Head Office in Toronto. Such names will then be removed from the list of those entitled to receive the allowance.

HOW DOES YOUR SCHOOL COMPARE WITH OTHERS?

Percentage Losses

Reasons	1944-45	1945-46	1946-47	Days Lost 1946-47
Illness	57.71	66.19	61.39	4,934,169
Home Help	9.84	8.49	7.83	629,164
Parental Neglect ..	8.36	6.87	6.48	520,881
Physical Obstacles .	5.61	2.51	5.73	460,686
Truancy	.40	.34	.28	22,309
Privation	.24	.12	.14	10,991
Irregular Closing ..	13.02	10.40	13.32	1,070,558
Other Reasons	4.82	5.08	4.83	388,614
Percentage Attendance for all Schools	91.03	92.02	92.14	8,037,372

With the above schedule compare your school in a general way with the average school in the Province. If you are falling down, find out where and why, then try to improve.

The rude material receives its fine finish from repeated efforts alone. An average of about three minutes a day should keep your attendance records in good shape. The accuracy, neatness, and completeness of your register and records are important indications of your efficiency. As is the teacher, so will the pupils be.

Keep this circular in your register for handy reference.

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